

## ORDINANCE NO. 2014-09

### Amend Board Rules to reflect Wisconsin Act 373 regarding duties of county clerks

#### Executive Summary

2013 Wisconsin Act 373 clarifies the duties of county clerks. Those changes impact duties assigned by the County Board Rules. Prior law required a county clerk to act as clerk of the county board at the board's meetings, and to keep certain minutes and records regarding the board meetings.

The new law specifies that the clerk has that role at all of the county board's regular, special, limited term, and standing committee meetings. Additionally, Act 373 specifies that the clerk has the responsibility for creating agendas for such meetings, under the direction of the county board chairperson or relevant committee chairperson. The Act also specifies that the minutes of county board meetings, including committee meetings, must be kept and recorded by the clerk, in a format chosen by the clerk.

The proposed rule amendments below seek to incorporate the changes in Act 373.

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THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES  
HEREBY ORDAIN AS FOLLOWS:

Section 1. Amend Section 3.04(1) of the Board of Supervisors' Rules of Order as follows:

(1) The County Administrator shall receive proposed resolutions, ordinances, reports and petitions and provide copies to the Clerk. The Administrator shall prepare a written agenda of all matters which are to be brought before the Board or Board committees, which agendas shall be based on input from the Board Chair or the Committee Chair respectively, and approved by the Clerk or the Clerk's designee prior to distribution. The County Administrator shall attend board meetings and shall assist the Board whenever possible. The County Administrator may present matters to the board for consideration.

Section 2. Amend Section 3.04(3) of the Board of Supervisors' Rules of Order as follows:

(3) ~~The County Clerk shall attend board meetings and shall perform administrative duties related to the Board~~ act as Clerk of the Board at all of the Board's regular, special, limited term, and standing committee meetings thereof; under the direction of the County Board Chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the Board in a format chosen by the Clerk, including all committee meetings,

either personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the Board, if required by any member present; publish ordinances as provided in § 59.14(1); and perform all duties prescribed by law or required by the Board in connection with its meetings and transactions. [am. 3/13/12, Ord. 2011-24]

Section 3. Amend Section 3.07(3) of the Board of Supervisors' Rules of Order as follows:

**(3)** Each committee, board and commission shall select a secretary, who may be appointed by the Clerk to keep and preserve the minutes of committee meetings and attendance in ~~a minute book to be furnished~~ the format determined by the County Clerk. ~~The secretary may request the assistance of the County Administrator, County Clerk, or county employees in keeping minutes or other clerical functions.~~ The secretary shall, if appointed by the Clerk, sign minutes and file the original copies in the office of the County Clerk, ~~and, whenever feasible, shall keep the original minute book in the County Clerk's office.~~ [am. 3/13/12, Ord. 2011-24]

Section 4. This ordinance shall be effective after passage and publication as provided by law.

Adopted by the Jefferson County Board of Supervisors this 10th day of June 2014.

s/Jim Schroeder  
Jim Schroeder  
Chair

ATTEST:

s/Barbara A. Frank  
Barbara A. Frank, County Clerk

Published this 16th day of June 2014.

Ayes\_\_28\_\_ Noes\_\_\_\_ Abstain\_\_\_\_ Absent\_\_2\_\_ Vacant\_\_\_\_  
(Morris, Payne)

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken.

Requested by  
Administration & Rules Committee

06-10-14

Philip Ristow: 05-23-14